

CONFIDENTIAL

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This Notice expires 1 December 1954

NOTICE

PERSONNEL
27 September 1954

FITNESS REPORT

INITIAL PHASE

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Reference: Regulation [REDACTED] Fitness Report—*will be redesignated as Form No. 45*

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1. The referenced Regulation establishes responsibilities and procedures for the preparation of Fitness Reports, Form 37-189 (to be redesignated as Form No. 45) and rescinds the use of the Personnel Evaluation Report. This Notice contains procedures for phasing into use the Fitness Report prescribed in Regulation [REDACTED] and for completing Personnel Evaluation Reports becoming due prior to 15 October 1954.

2. Effective 15 October 1954, Form 37-189 will be used for all types of Fitness Reports required by Regulation No. [REDACTED] except Initial and Annual Reports, which will become due for the first time in November 1954, as indicated in paragraph 4 below.

3. Operating Officials (Heads of Offices, Senior Staffs, and Area Divisions of the Deputy Directors, as appropriate; the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel) will ensure that Form 37-189 is used within their jurisdiction as of 15 October 1954 for all types of Fitness Reports except Initial and Annual Reports.

4. Prior to 15 October 1954, the Office of Personnel will prepare listings containing the names of employees for whom Initial and Annual Fitness Reports must be prepared during the month of November. Those lists will be distributed to appropriate Senior Administrative or Personnel Officers in each Office, Senior Staff, or Area Division of the Deputy Directors; the Office of Training, the Office of Communications, and the Office of Personnel in order that they can inform immediate supervisors of the names of individuals for whom a Fitness Report must be prepared.

5. Prior to the appropriate effective dates indicated in paragraph 2, the Personnel Evaluation Report will be used. The Office of Personnel will continue to request Initial and Annual Personnel Evaluation Reports due prior to 1 November 1954 by transmitting the Routing and Action Slip for Personnel Evaluation, Form No. 37-151A to Evaluation Officers. Reassignment, Separation, and Special Personnel Evaluation Reports will be required, as appropriate, in all cases through 14 October 1954. Designated Evaluation Officers are required to see that such Personnel Evaluation Reports are completed and forwarded as appropriate, including all reports outstanding or delinquent as of these effective dates.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC NO. _____ NO CHANGE
IN CLASS / CLASS CHANGED TO: _____ NO CHANGE
NEXT REV DATE _____ REV DATE _____ 2/2/78
NO. PGS / CREATION DATE _____ ONG CORR _____
NEW CLASS II NEW COORD. _____ AUTH: HM 70-2

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC NO. _____ NO CHANGE
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NEXT REV DATE _____ REV DATE _____
NO. PGS / CREATION DATE _____ ONG CORR _____
NEW CLASS II NEW COORD. _____ AUTH: HM 70-2

Office of Personnel

Chief Service Staff

1 OCT 1954

7/4